## **MONROE COUNTY**

## **JOB DESCRIPTION**

Position Title: MECHANIC IIDate: 03/28/05Position Level: 8FLSA Status: NonexemptClass Code: 8-25

## **GENERAL DESCRIPTION**

Primary function is to perform as a chief mechanic in the preventative maintenance, diagnosis and repair of all motor vehicles and equipment for Monroe County.

## KEY RESPONSIBILITIES

- 1. \*Perform preventative maintenance and repair on all motor vehicles and equipment: change oil, tires, brakes, electrical system, fuel injection pumps.
- 2. \*Trouble-shoot and make diagnosis on all vehicles and equipment.
- 3. Perform inspections of vehicles and equipment.
- 4. Performs lead duties in the absence of the Lead Mechanic.
- 5. Perform road calls for on site repairs.
- 6. Order parts, supplies and materials, make purchase requests and write repair orders.
- 7. Attend Safety meetings.
- 8. \*Completes paperwork. Use of Fleet Computer Programs.
- 9. Test drive vehicles.
- 10. Operates and drives the County's diesel fuel tanker truck. Fuels County's emergency power generators and diesel powered equipment.
- \* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: MECHANIC II Class Code: Position Level: 8
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KEY JOB REQUIREMENTS					
Education:	Vocational or technical school, certification, training or apprenticeship required beyond high school.				
Experience:	3 to 5 years.				
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.				
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.				
Decision Making:	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.				
Communication with Others:	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.				
Managerial Skills:	Responsibility for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.				
Working Conditions/ Physical Effort:	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.				
On Call Requirements:	On call 24 hours pending disasters.				
Other:	Within one year of employment, employee must obtain a valid Commercial Drivers License Class "B"w/ all mandated endorsements in order to legally drive and operate the fuel tanker truck. The Department will assist with training and testing necessary in order to obtain the appropriate class of drivers license. Must supply and maintain a reasonable amount of own hand tools, the County is responsible for supplying special equipment and special tools only.				
	THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.				

Position Title: MECHANIC II		Class Code:	<b>Position Level</b> : 8
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Department Head:	111110	VALUS	
Name:	Signature:		Date:
Division Director:			
Name:	Signature:		Date:
County Administrator:			
Name:	Signature:		Date:
On this date I have received a copy of	of my job description re	elating to my employmen	t with Monroe County.
Name:	Signature:		Date: